

# Manistee County 4-H Livestock Council



## General Policies & Procedures

[www.manistee4hlivestockcouncil.org](http://www.manistee4hlivestockcouncil.org)

The **Manistee Co. 4-H Livestock Council** (4-H Livestock Council) coordinates and oversees the 4-H Livestock programs exhibiting at the Manistee County Fair. Working closely with Michigan State University (MSU) Extension 4-H Program Coordinator and staff, they bring livestock education to youth in Manistee, Benzie, and Lake counties.

The Manistee Co. 4-H Livestock Council works within the guidelines and parameters set forth by MSU Extension 4-H, the Michigan Association of Fairs and Exhibitions (MAFE), and the Michigan Department of Agriculture and Rural Development (MDARD).

**4-H Mission Statement:** 4-H is a youth development program that involves volunteers in providing positive, experiential educational opportunities for and with youth. 4-H's mission is to create environments, through collaboration, that build strong, healthy youth who are proactive in a complex and changing world.

**4-H Motto:** "To Make the Best Better"

**4-H Colors:** Green (representing life, growth, and youth) & White (representing purity and high ideals)

**4-H Pledge:**

I pledge:

My HEAD to clearer thinking

My HEART to greater loyalty

My HANDS to larger service

My HEALTH to better living

For my club, my community, my country, and my world.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

# Manistee 4-H Livestock Council

## Policies & Procedures Table of Contents

### Section 1: Quick References

Executive Board Contact Info. ....	4
MSU Extension Staff Contact Info. ....	5
2025 4-H Livestock Council Calendar. . . . .	6
2025 Important Dates .....	7
Animal Weight Requirements. ....	8
Fair Arrival Reference Guide .....	9

### Section 2: 4-H Livestock Council Youth Members

Participant Check List .....	10
Code of Conduct .....	11
Rules & Responsibilities. ....	13
Violations .....	15
Age Policy. ....	16
Registration Information. ....	17
Animal Project Requirements. ....	18
Market Projects. ....	19
Non-Market & Breed .....	20

### Section 3: 4-H Livestock Council Leaders

Leader Check List .....	21
Code of Conduct .....	22
Role of a 4-H Leader. ....	24
Rules & Responsibilities .....	25
Fair Week Tips & Things to Know.....	26

### Section 4: 4-H Parents

Role of a 4-H Parent .....	32
Petition for Equivalency .....	33

### Section 5: Filing Complaints & Grievances

Before, During, & After Fair .....	34
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**2025 MICHIGAN STATE UNIVERSITY EXTENSION COUNTY**

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## 2025 4-H Livestock Council Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Color Code	Event	Time
	Livestock Council Meeting	7:00 pm
	2025 Work Bee <ul style="list-style-type: none"> <li>July 26</li> <li>August 6</li> <li>August 9</li> </ul>	9:00a-1:00p 6:00-9:00p 9:00a-1:00p
	NWMI Education Expo	9:00a-4:00p

## MANISTEE COUNTY FAIR AUGUST 12-16, 2025

Move-In Day: Monday, August 11, 2025

Large Animals: 10:00a – 7:00p

Small Animals: 1:00p – 7:00p

## 2025 Important Dates

Species	Registration Date	Possession Date	Recommended Age/Birth Date @ Fair
<b>Beef Steer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Dairy Steer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Beef Heifer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Dairy Heifer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Jr. Beef (Beef Feeder)</b>	March 1	June 1	On/After December 1
<b>Dairy Feeder</b>	March 1	June 1	On/After December 1
<b>Swine</b>	June 25	May 1	On After January 15
<b>Lamb</b>	June 25	April 1	On/After January 1
<b>Goat</b>	June 25	May 1	Born December 1 – March 1
<b>Poultry</b>	June 25		
Meat Chickens (Roasters)		July 5	49-56 days at Weigh-In
Meat Chickens (Broilers/Fryers)		July 15	7-8 weeks at Weigh-In
Ducks		June 1	12-24 weeks at Weigh-In
Turkeys (Hens & Toms)		April 30	Hatched March 1 or later
Geese		May 15	15-24 weeks at Weigh-In
<b>Rabbit</b>	June 25		
Roaster Pen of 3		July 15	77 days at Weigh-In
Fryer Pen of 3		July 15	77 days at Weigh-In

*\*Age/Market Weights not enforced on Show Only or Cloverbud registrations.*

## Market Weight Requirements

<b>Species</b>	<b>Minimum Market Weight</b>	<b>Maximum Market Weight</b>
<b>Beef Steer/Heifer</b>	1000 lbs.	None
<b>Dairy Steer/Heifer</b>	1100 lbs.	None
<b>Jr. Beef (Beef Feeder)</b>	300 lbs.	700 lbs.
<b>Dairy Feeder</b>	300 lbs.	700 lbs.
<b>Swine (Market)</b>	220 lbs.	325 lbs.
<b>Swine (Roaster)</b>	150 lbs.	219 lbs.
<b>Lamb</b>	100 lbs.	None
<b>Goats</b>	60 lbs.	None
<b>Poultry</b>		
- Meat Chickens (Roasters)	6.01 lbs. per bird	None
- Meat Chickens (Broilers/Fryers)	3.5 lbs. per bird	6 lbs. per bird
- Ducks	6 lbs. per bird	None
- Turkeys	Hens: 15 lbs. per bird Toms: 20 lbs. per bird	None
- Geese	12 lbs. per bird	None
<b>Rabbit</b>		
- Meat Pen (Roasters)	6.01 lbs. per rabbit	None
- Meat Pen (Fryers)	3 lbs. per rabbit	6 lbs. per rabbit

*\*Age/Market Weights not enforced on Show Only or Cloverbud registrations.*

*\*\*Animals over market weight will be sold at their max weight not their actual weight.*

## **2025 Arrival Times, Entry Gates, & Requirements**



<b>SPECIES</b>	<b>ARRIVAL TIMES</b>	<b>ENTRY GATE</b>	<b>REQUIRED</b>
Swine	10am – 7pm	2	840 Tag, 4-H Health Form
Steer/Heifer	10am – 7pm	2	RFID Tag, 4-H Tag, 4-H Health Form
Dairy Feeder	10am – 7pm	2	RFID Tag, 4-H Tag, 4-H Health Form
Jr. Beef	10am – 7pm	2	RFID Tag, 4-H Tag, 4-H Health Form
Lamb	10am – 7pm	2	Scrapies Tag, 4-H Health Form
Goat (Market)	10am – 7pm	2	Scrapies Tag, 4-H Health Form
Goat (Show/Breed)	10am – 7pm	2	Tattoo w/ Scrapies Tag or Certificate of Registry, 4-H Health Form
Rabbit	1pm – 7pm	2	Ear Tattoo, 4-H Health Form
Poultry	1pm – 7pm	2	Pullorum Testing (on site), 4-H Health Form

- All vehicles enter through the first open gate on Jones Rd (Gate 2) and exit through the second gate on Jones Rd (Gate 3).
- ABSOLUTELY NO YOUTH, except the Exhibitor checking in, are allowed in the weigh-in area.
- Poultry Check-In must follow the steps to check in their Poultry:
  - EVERY bird (Ducks are exempt) must be tested for pullorum BEFORE entering the grounds.
  - Once Pullorum testing is complete and negative, birds must be dusted for mites.
  - After dusting, birds must be banded with a numbered leg band and weighed.
  - Then they may be placed in their assigned pens.
- The following MARKET species will be tagged with the green 4-H Market Tag/Leg Bands AT WEIGH-IN on Monday:
  - Swine
  - Lamb
  - Market Meat & Dairy Goats
  - Poultry (Chickens, Turkeys, Ducks, Geese)

**Manistee 4-H Livestock Council**  
**Youth Member's Responsibility Check List**

**Pre-Fair:**

- JOIN a registered 4-H Club in Manistee, Benzie, and Lake County.
- ENROLL in 4-H Online via <https://v2.4honline.com>
- Complete 4-H Livestock Council's livestock project registration, via Fair Entry, no later than the deadline posted for the species. No late registrations will be accepted. **2025 – Paper Registrations are no longer accepted.**
- Attend & participate in at least 2 WORK BEE clean-up events at the fairgrounds.
- Abide by all rules and responsibilities outlined in the 4-H Livestock Council's Policies & Procedures, Species-Specific Policies & Procedures, and Michigan 4-H Youth Code of Conduct.
- Complete PROJECT & 4-H CLASS REGISTRATION for 4-H Manistee Fair Classes via Fair Entry by June 25.
- All 4-H youth MUST turn in Animal Health forms for ALL ANIMALS being brought onto the grounds on WEIGH-IN day. **Failure to provide these documents means you will not be able to unload animals at Fair.**
- Market Eligible youth must also turn in the following by June 25:
  - Three (3) Buyer Slips

**During Fair:**

- Attend the MANDATORY FAIR MEETING for all participants of the Manistee County Fair, held the evening of Weigh-In Day.
- Properly CARE FOR ANIMALS through the week of fair:
  - Follow any posted feeding & exercise times
  - Clean stall/pen/cage daily
- Complete BARN DUTY as scheduled for each Club.
- SHOW in the appropriate showmanship, market, and/or breed classes.
- Participate in the LIVESTOCK AUCTION, if appropriate.
- Pose with your animal(s) for BUYERS' PHOTOS.
- CLEAN stall/pen/cage before leaving the fairgrounds.

**After Fair:**

- Complete the required RECORD BOOK for each livestock project. *Required for Market Youth Only*
  - To be turned in by the Saturday of Fair Week.
- Market Projects: Write a THANK YOU NOTE to the buyer!
  - Provide physical or photographic evidence of a Thank You Note having been sent to your buyer to the Livestock Council by the Saturday of Fair Week.**

## **Manistee 4-H Livestock Council - Youth Code of Conduct**

Youth participating in any 4-H Livestock Council activity must follow the Michigan 4-H Youth Code of Conduct that each member signs annually through 4-H Online:

The opportunity to participate in or attend 4-H activities is a privilege. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the Michigan State University Extension 4-H Youth Development Program are expected to uphold the values of the Michigan 4-H program.

All 4-H youth participants must conduct themselves according to the following standards that apply to all Michigan 4-H programs, including virtual programs, and interactions such as social media and internet engagement.

**1. Create a Welcoming Environment for All.** Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

**2. Bring Your Best Self.** Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H activities and programs with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.

**3. Obey the Law.** Obey the laws of the locality, state and nation and Michigan State University and Extension policies and guidelines. Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, marijuana, or tobacco products, which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other electronic nicotine delivery systems. Do not attend 4-H activities under the influence of alcohol or illegal substances. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. This includes dangerous or unauthorized materials such as explosives or similar items.

**4. Honor Diversity – Yours and Others’.** Respect and uphold the rights and dignity of all persons with whom you interact as part of Michigan 4-H.

**5. Create a Safe Environment.** Be kind and compassionate toward others. Be considerate and courteous of all persons and their property. Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not insult, harass, or bully others or engage in other hostile behaviors, including sexual harassment, sexual assault or sexual abuse. Abstain from sexual behavior and intimate physical/sexual contact in either public or private situations at an MSU Extension youth 4-H activity or event.

**6. Be a Team Player.** Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge such as volunteers and staff. Respect the integrity of the group and the group’s decisions.

**7. Humane Treatment of Animals.** Treat animals humanely and provide appropriate animal care.

**8. Participate Fully.** Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!

**9. Watch What You Wear.** Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, or discrimination, is prohibited. Do not wear clothing that excessively exposes the body or shows undergarments.

**10. Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the Michigan State University Extension 4-H Youth Development Program. Be responsible for your behavior, use positive language, and uphold the highest standards of conduct at all 4-H activities.

### **CONSEQUENCES**

Any participant who violates the Michigan 4-H Code of Conduct is subject to discipline that may include, but is not limited to:

1. Having a discussion with 4-H adults regarding my behavior and deciding what I can do to make up for any harm done.
2. Notification to my parents/guardians and appropriate staff members
3. Dismissal from the 4-H event at my own expense and without any refund
4. Not being allowed to participate in future 4-H events
5. Paying for the financial cost of damages and repairs for damage or destruction of property
6. Suspension or termination of my participation in the Michigan 4-H Youth Development Program
7. Being released to the nearest law enforcement agency and/or proper authorities

# Manistee 4-H Livestock Council

## Youth Member's Rules & Responsibilities

To be a successful 4-H youth member, a young person needs to:

- Strive to become the best he/she can be, consistent with the ideals expressed in the 4-H pledge and motto.
- Always exhibit good character, both within and outside of 4-H activities
- Serve as a positive role model for younger 4-H members
- Respect the rights of the 4-H Livestock Council board, 4-H leaders, parents, and other members
- Exhibit a willingness to learn
- Accept responsibility for your actions
- Strengthen, promote, and support the 4-H program, the 4-H Livestock Council, 4-H clubs, and 4-H members through positive comments and actions.

### **Youth Member Responsibilities:**

1. Enroll EACH YEAR as a 4-H member via the 4-H Online registration process at <https://v2.4honline.com>
  - a. Enrollment acknowledges that you have read and agree to always abide by the 4-H Youth Code of Conduct.
2. Be an ACTIVE member in a registered 4-H Club by attending all club functions and participating in planning and carrying out Club activities.
  - a. Older members are encouraged to serve as teen leaders and/or club officers and serve as mentors to new/younger members.
  - b. The club leader should be notified if attendance at any club event or activity is not possible.
3. Submit the appropriate REGISTRATION FORMS by the deadline for each project that will be entered in a 4-H Livestock Council show that year. Registration links can be found under the Livestock Projects pages on the Livestock Council's website.
4. To participate in any 4-H Market Class at Manistee County Fair, a member must have first completed a year of 4-H "Showmanship Only" – that is, showing any species without selling it. Once that initial requirement is fulfilled, the member may market in any other year in their 4-H career. Any year of participation in official Cloverbud Showmanship events also counts towards this requirement.
5. Complete 3 REQUIRED BUYER SLIPS (*Market Youth ONLY*) for the current year.
  - a. Youth are not allowed to Market unless they have submitted three (3) completed & signed Prospective Buyer Slip forms – **uploaded to Fair Entry**.
  - b. Buyer Slips are due no later than June 25th of the current year.
  - c. The first three (3) slips must NOT be signed by immediate relatives: parents, aunts, uncles, or grandparents.
  - d. If more than one (1) child in a family is selling, they may not duplicate other sibling's buyers slips for the initial three (3) buyer slips.
6. Attend 2 WORK BEE clean-up events at the fairgrounds each year.
  - a. Dress appropriately and bring necessary tools to participate in that work bee's activities. Notifications are sent via email as to what is needed.

- b. Dates and times of work bees are announced at 4-H Livestock Council meetings and notifications made the day after. No make-up sessions will be scheduled.
7. Abide by all 4-H market and/or non-market animal requirements as outlined in the Manistee 4-H Livestock Council Policies & Procedures including but not limited to, the proper care of the animal(s) before, during, and after the Manistee County Fair.
8. Participate in REQUIRED ACTIVITIES while at the Manistee County Fair, including:
- a. Attend the MANDATORY meeting for all participants of the Manistee County Fair.
  - b. Properly care for the animal(s) throughout the week of fair:
    - i. Always wear protective footwear when working with your animal.
    - ii. Abide by posted feeding and exercise times.
    - iii. Properly clean the animals' pen/stall/cage(s):
      - 1. Daily as posted in the barn rules.
      - 2. Prior to leaving the Manistee County fairgrounds.
  - c. Show in the appropriate 4-H Livestock Council showmanship, market, and/or breed classes and participate in the 4-H Livestock Council's Market Auction, if appropriate. Classes and Auction line-up will be posted in each Barn.
  - d. Fulfill your Club's assigned duties, including Barn Duty, as scheduled.
  - e. Pose with your animal(s) for a "Buyer Photo" to be taken by a professional photographer after the conclusion of your turn through the Sale Ring.
  - f. Abide by the 12am (midnight) MANDATORY CURFEW for all 4-H youth participants. All youth need to be at their campsite or off the fairgrounds by curfew.
9. Complete the required MARKET RECORD BOOK to track the progress of the project throughout the year.
- a. To be turned in by **Saturday of Fair Week.**
10. Market Projects: **Provide physical or photographic evidence of a Thank You Note having been sent to your buyer(s) to the Livestock Council by Saturday of Fair Week.**
- a. Youth and Families will be notified via email when Buyer Photos are received from the 4-H Auction Photographer.
  - b. It is the responsibility of 4-H Market Youth to arrange pickup and delivery of their 8x10 Buyer's Photo to their Buyer(s). Whether a youth delivers it in person or mails it is up to them, but the YOUTH MUST MAKE THEIR OWN DELIVERY ARRANGEMENTS.

## **Manistee 4-H Livestock Council** **Consequences for Violations**

- ✓ **4-H Livestock Council and Michigan 4-H Youth Code of Conduct** – consequences may include:
  - Immediate disqualification from the 4-H event/activity
  - Disqualification or limitation from participation in 4-H Livestock classes and auction held during the Manistee County Fair the following year
  - Illegal activities WILL result in contact with the law enforcement authorities
  
- ✓ **Registration** – Failure to complete the project registration form by the posted deadline WILL result in:
  - Disqualification from participation in that projects' 4-H shows and the livestock auction at the Manistee County Fair for that year
  
- ✓ **Buyer Slip & Work Bee Requirement** – Failure to comply with this requirement by the posted deadline WILL result in:
  - Disqualification from participation in 4-H livestock shows and the livestock auction at the Manistee County Fair for that year.
  
- ✓ **Record Books (Market Youth)** – Failure to submit a completed Record Book by the **Saturday of Fair Week** WILL result in suspension from the 4-H Livestock classes and auction held during the Manistee County Fair the following year.
  - Suspended youth who complete their record book and submit it to the 4-H Livestock Council by the November meeting that same year, will again be eligible to register for 4-H Livestock classes and auction held during the Manistee County Fair the following year.
  
- ✓ **Thank You Notes (Market Projects Only)** – Failure to **provide physical or photographic evidence of a Thank You Note having been sent to your buyer(s)**, to the 4-H Livestock Council by Saturday of Fair Week WILL result in a suspension from the 4-H livestock classes and auction being held during the Manistee County Fair the following year.
  - Suspended youth who deliver their thank you note to the Council by the NOVEMBER meeting that same year will again be eligible to register for 4-H Livestock classes and auction held during the Manistee County Fair the following year.

## **Manistee 4-H Livestock Council** **Youth Members Age Policy**

The following age requirements have been established for the 4-H Programs in the three counties in our area that participate in the Manistee County Fair.

1. **4-H Market & Showmanship** – To participate, youth must be between eight (8) and nineteen (19) years of age on or before January 1 of that calendar year.
  - To participate in 4-H market projects, youth must do one year of “Show Only” first, Cloverbud years count towards this requirement.
  - To participate in the 4-H market steer/heifer project, youth must attain the age of twelve (12) or older on or before January 1 of that calendar year **OR** age ten (10) or eleven (11) with one year of prior market cattle experience (Jr. Beef).
2. **Cloverbud Showman** – To participate in the 4-H Cloverbud program, the youth must be between five (5) and seven (7) years of age on or before January 1 of that calendar year.
  - For safety reasons, **ALL** Cloverbud Showman **MUST** have a parent, legal guardian, or GOLD 4-H Volunteer/Club Leader with them in the Show Ring at all times.
3. **Super Senior Showman** – Super Senior is a term used with the 4-H Livestock Council for youth who have graduated from high school and in 4-H age they are still eligible to participate in our local fair with an animal project a year after graduation.
4. **Differently Abled** – Members of the Differently Abled 4-H Program may take part in 4-H activities through the age of 26 at the discretion of the county 4-H Program Coordinator.

No youth or adult will be discriminated against, excluded from, nor denied benefits of any MSU Extension program or activity on the grounds of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



## Manistee County 4-H Livestock Council Youth Member's Registration

### Registration Forms:

1. Registration MUST be submitted, online, NO LATER THAN MIDNIGHT on the day of the posted deadline. Registration links can be found on the Livestock Council's website:

#### **December 2024**

Large Beef (Steers & Heifers)

#### **March 1**

Jr. Beef (Beef Feeder)

Dairy Feeder

#### **June 25**

Swine

Lamb

Goat

Poultry

Rabbit/Cavy

2. It is important that submitted forms are complete and accurate.

### Registration Requirements:

1. Members may register a total of three (3) MARKET animals, under the following conditions:

A member may sell any of the combinations listed below:

- One (1) Large and Two (2) Small Animals
- Two (2) Large and One (1) Small Animal

**OR**

- Three (3) Small Animals

**PROVIDED** each animal is a DIFFERENT species and understanding that Jr. Beef/Feeders and Lambs are considered Large Animals and **Steers/Heifers and Feeder Calves are considered the SAME species.**

2. If a member wishes to drop after registration, they must communicate with the Council and/or 4-H Staff as soon as possible. Once dropped, registration will not be reinstated.
3. Manistee 4-H Livestock Council handles the registration of 4-H livestock projects, classes, and still exhibits independently of the Manistee County Fair.
  - **NO 4-H Forms are printed in the Manistee County Fair Book.**
  - 4-H Livestock classes and 4-H Still Exhibits are registered through Fair Entry, not Manistee County Fair.
  - Only Open Entries and Camping Registrations are processed through Manistee County Fair.
4. Registration with the Manistee 4-H Livestock Council PROHIBITS market livestock participants from participating in any other market program at any other fair in the same calendar year. Violation of this rule WILL result in participant suspension for the 4-H Livestock Council the following year.

## **Manistee 4-H Livestock Council** **Animal Project Requirements**

### **General Requirements for ALL Animal Projects:**

1. The 4-H member must be the primary caregiver of the animal from possession date (regardless of where the animal is housed), until the end of fair.
2. An animal is not required to be housed on a member's property.
3. Cloverbud showmen who are 5-7 years of age are required to always have an adult with them when feeding, working with, or showing an animal. The members must be able to work with and handle the animal(s) themselves. The adult is present to provide support and guidance should a problem occur.
4. The following deadlines must be met for all **MARKET** animals that will be shown:

<b>Species</b>	<b>Registration Date</b>	<b>Possession Date</b>	<b>Birth Date/Age</b>
<b>Beef Steer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Dairy Steer</b>	December 31, 2024	January 1	19-24 Months at Weigh-In
<b>Jr. Beef (Beef Feeder)</b>	March 1	June 1	On/After December 1
<b>Dairy Feeder</b>	March 1	June 1	On/After December 1
<b>Swine</b>	June 25	May 1	On After January 15
<b>Lamb</b>	June 25	April 1	On/After January 1
<b>Goat</b>	June 25	May 1	Born December 1 – March 1
<b>Poultry</b>	June 25		
Meat Chickens (Roasters)		July 5	49-56 days at Weigh-In
Meat Chickens (Broilers/Fryers)		July 15	7-8 weeks at Weigh-In
Ducks		June 1	12-24 weeks at Weigh-In
Turkeys		April 30	Hatched March 1 or later
Geese		May 15	15-24 weeks at Weigh-In
<b>Rabbit</b>	June 25		
Roaster Pen of 3		July 15	77 days at Weigh-In
Fryer Pen of 3		July 15	77 days at Weigh-In

*\*Age/Market Weights not enforced on Show Only or Cloverbud registrations.*

*\*\*Animals over market weight will be sold at their max weight not their actual weight.*

### **Market Project Requirements:**

1. Members may register three (3) MARKET animals/projects, provided the following conditions are met:
  - The three (3) animals/projects MUST be different species.
  - Jr. Beef/Feeder Calves and Lambs are considered Large Animals
  - Steers/Heifers and Feeder Calves are considered the SAME species.

The marketable combinations are below:

- One (1) Large Animal & Two (2) Small Animals
  - Two (2) Large Animals & One (1) Small Animal
- OR**
- Three (3) Small Animals
2. Registration with the Manistee 4-H Livestock Council PROHIBITS market livestock participants from participating in any other market program at any other fair in the same calendar year. Violation of this rule WILL result in suspension from the following year's 4-H Livestock auction.
  3. All market animals must be ear tagged according to MDARD standards. Ear tags must be fully intact to unload at fair.
  4. All market animals are weighed on the first Monday of Fair on annually certified scales. Weights at that time are the official sale weight for the auction.
  5. Any animals that are OVER Maximum Market Weights will be listed and sold at auction at the Maximum Market Weight. Any animals that are UNDER Minimum Market Weights will not be entered into Market Classes or Auction, apart from Swine. Swine who are under market weight may drop into the Roaster Market Class or opt to sell private treaty instead of through the auction.
  6. Showmanship requirements for market projects:
    - a. To market a large animal (beef, dairy beef, beef feeder, dairy feeder, swine, lamb) the exhibitor must use the same animal in their 4-H Showmanship Class as they will show in their Market Class for placement in the livestock auction.
    - b. To market a small animal (goat, poultry, rabbit) the exhibitor must show an animal that they own in a 4-H Showmanship Class from that species.
    - c. To sell a market animal on 4-H auction day, the 4-H member must be present and show in the appropriate showmanship and market classes.
  7. All market participants MUST have a professional photo taken of them with their animal after exiting the Sale Ring to send to their buyers.
  8. Market Project Fees:
    - a. Commission – Each participant will be assessed a commission of 5% of the gross sale price(s) received at the sale auction. This money goes to the 4-H Livestock Council and is used to cover the cost of the Council including: the buyer dinner, buyers' photos, mailing postage, National Beef, Pork, and Lamb Promotion (as applicable), trucking fees, educational events, 4-H fair week events, advertising, and other necessary supplies.
  9. Post Fair Requirements:
    - a. Record Books – All 4-H Livestock market youth participants MUST complete a market record book. Record books are due by the Saturday of Fair Week in hard copy format. Electronic copies of a record book **will not** be accepted.

- b. Thank You Notes – All market participants who participate in the 4-H Livestock Auction MUST **provide physical or photographic evidence of a Thank You Note having been sent to your buyer(s) to the Livestock Council by Saturday of Fair Week.**
- c. Notes that are physically submitted must be properly and correctly addressed to the appropriate buyer and bear sufficient postage. ENVELOPES MUST REMAIN UNSEALED and turned into the secure box on the Fairgrounds.
- d. Failure to submit a record book and/or thank you note will result in the members' participation status for the following Fair year to be suspended. If a record book and/or thank you note is not received by the November Livestock Council Meeting, the 4-H member will forfeit their participation in 4-H Livestock Show & Market for the following Fair year.

10. Market Checks will be issued by mid-October each year.

11. If an animal market project is severely injured or dies during the course of the project, the Livestock Council Executive Officers and 4-H Staff should be notified within 48 hours.
  - Executive Officers and 4-H Staff will assist and advise on a suitable replacement animal.
  - The replacement animal must be in the member's possession within 14 days of reported injury or death.
  - Any animal determined by the Livestock Council and/or 4-H Staff to be ill or injured will not be sold.

#### **Non-Market & Breed Projects:**

1. A 4-H member may register as many non-market and breed animals as they can adequately care for at home and handle at the fair.
2. Cloverbuds may NOT show in Breed Classes (competitive classes).
3. Cloverbuds MAY show in Non-Market Eligible Classes (non-competitive, feedback classes).
4. All non-market and breed animals MUST be ear tagged or tattooed to meet MDARD standards.
5. Cloverbuds and Non-Market Youth are NOT REQUIRED to complete a 4-H Record Book.

## **Manistee 4-H Livestock Council Club Leaders' Responsibility Check List**

**MSU Extension 4-H Volunteers** are adults who have successfully completed the MSU Extension 4-H Volunteer Selection Process and have maintained their status as an MSU Extension 4-H volunteer with their respective county MSU Extension office.

### **Pre-Fair:**

- Maintain your 4-H Club's active status in Manistee, Benzie, or Lake County.
- Maintain MSU Extension 4-H volunteer status
- Remind all members to enroll in 4-H online
- Provide all club members with information to complete 4-H Livestock Council species-specific online registrations and communicate all deadlines posted for each species. No late registrations will be accepted
- Provide information about Fairground Work Bee clean-up dates and times to all club members, so they may complete 2 of required clean-up events
- Ensure that all club members are aware of all rules and responsibilities outlined in the 4-H LIVESTOCK COUNCIL'S POLICIES & PROCEDURES, SPECIES-SPECIFIC POLICIES & PROCEDURES, and the 4-H YOUTH CODE OF CONDUCT
- Complete your registration paperwork for the Manistee County Fair no later than the deadlines indicated here and the Manistee County Fairbook. Provide all Club members with registration deadline and information on how to obtain a Fairbook.

### **During Fair:**

- As a Club, attend the MANDATORY FAIR MEETING for all participants of the Manistee County Fair; held Monday evening, directly after the closing of the scales & weigh-in.
- Ensure that all Club ANIMALS ARE BEING PROPERLY CARED FOR throughout the week of Fair.
- Provide information to all Club members about schedule commitments such as showmanship, market, and/or breed CLASSES and BARN DUTY.
- Ensure that all market participants from the Club pose with their animal(s) for BUYERS' PHOTOS.
- Ensure that all Club stalls/pens/cages are CLEAN before leaving the Fairgrounds.

### **After Fair:**

- Remind all members of the importance of completing RECORD BOOKS and provide the Saturday of Fair Week deadline information for submitting hard copy.
- Remind all market project participants of their THANK YOU NOTE AND BUYER PHOTO requirements.

## **Leader & Volunteer Code of Conduct**

The purpose of the code of conduct is to ensure the safety and well-being of all participants. Leaders and Volunteers within and supporting the 4-H Livestock Council must abide by Michigan State University Extension Code of Conduct that each Volunteer has signed in Volunteer Central.

As an MSU Extension volunteer, I promise that I will:

- Represent MSU Extension with dignity and pride and be a positive role model.
- Respect, follow, and enforce the rules, policies, and guidelines established by local and state MSU Extension programs.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills in dealings with other program participants and MSU Extension staff members.
- I will be mindful of the health concerns of myself and others by not attending meetings or events if I am sick, practicing good hygiene such as regular handwashing, wearing a mask when I feel necessary, respecting others desire to wear a mask and comply with social distancing when requested by others.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Accept supervision and support from MSU Extension staff or designated management volunteers.
- Abstain from harassment or bullying of another volunteer, participant, or staff member (either in face-to-face interactions, through social media or other communication venues), on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. If I observe this behavior at any time, I will file a report with MSU police and any other authority required by the [university reporting protocols](#). I will also contact a MSU Extension staff person immediately. If it is an emergency, I will call 911.
- Use technology and social media in an appropriate manner that reflects the best practices and expectations outlined in the “[Social Media and Texting Expectations for Michigan State University Volunteers](#)” guide.
- Comply with MSU Extension's equal opportunity and antidiscrimination laws and policies, as well as all federal, state and local laws.
- Under no circumstances, provide alcohol or illegal drugs to any minor.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol or other controlled substances, including marijuana.
- Refrain from the use of tobacco, tobacco products and vaping (including electronic cigarettes and other vaping devices), while serving in a volunteer capacity at MSU Extension activities.
- Not provide prescription drugs or any medication to any minor. I understand only individuals who are medical professionals specifically authorized by the parent or legal guardian as being required for the minor’s care or emergency treatment are authorized to provide medication to minors.
- Not possess firearms on my person at an MSU Extension event or activity and will keep personal firearms in a secure location when hosting an MSU Extension event or activity on my property. The exception to this policy is when certified 4-H Shooting Sports program volunteers are using discipline-specific firearms (such as BB, air pellet, .22, shotgun, muzzleloader and air pistol) for educational, demonstration, and competition uses only and must comply with the policies and practices of the Michigan 4-H Shooting Sports program. This exception only applies during the

period that the firearms are in use for 4-H Shooting Sports educational, demonstration and competition purposes, and does not allow 4-H Shooting Sports volunteers to possess firearms for other purposes in conjunction with MSU Extension-sponsored programs. For more information on the MSU Extension and MSU firearms policies, see the "[Firearms \(All Employees and Volunteers\)](#)" section of the MSU Extension Administrative Handbook and the [MSU Firearms Policy](#), respectively.

- Treat all animals with respect and obey federal, state, and local laws pertaining to animal treatment.
- Operate machinery, vehicles and other equipment in a safe and responsible manner.
- Not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
- Report violations of the MSU Extension Volunteer Code of Conduct and arrests (of yourself or of another MSU Extension volunteer) to an MSU Extension staff member or the person in charge of the program.
- Not retaliate against individuals, including minors, families, parents, guardians, MSU Extension staff members or other volunteers, who report allegations of inappropriate conduct (including but not limited to abuse; neglect; assault; harassment; sexual assault, abuse, or harassment; possessing child pornography or providing it to a minor; furnishing alcohol, drugs, or sexual materials to a minor; and violations of the MSU antidiscrimination policy).

**Additionally, I promise that I will:**

- Make reasonable efforts to avoid one-on-one contact between adults and minors participating in youth programs; make reasonable efforts to avoid communications with a single minor; and include MSU Extension staff members and minors' parents or guardians in communications with minors whenever possible.
- Under no circumstances possess, sell or consume alcohol or controlled substances, including marijuana, at a Michigan 4-H activity or event.

**It is expected that all MSU Extension Leaders & Volunteers will comply with the Code of Conduct. Failure to comply with any component of the Code of Conduct or participation in other inappropriate conduct, as determined by MSU Extension Staff and Leadership, may lead to dismissal as a Volunteer from the MSU Extension/Michigan 4-H Program.**

### **The Role of a 4-H Leader**

As an **ORGANIZER**, the 4-H Leader:

- ✓ Maintains a 4-H Club's active status and encourages all 4-H families, youth members, and Volunteers to enroll in the 4-H Online system.
- ✓ Reminds members of the deadlines for submitting species-specific registrations.
- ✓ Secures educational project resources.
- ✓ Keeps members and parents informed of 4-H events and activities and encourages families to participate.
- ✓ Involves parents in all the club's activities. Please keep in mind that unless adults are a current Gold level volunteer, they should only work with their own children.
- ✓ Serves as the liaison between the Club, the 4-H Livestock Council, and county MSU Extension Office/4-H Staff.

As a **FACILITATOR**, the 4-H Leader:

- ✓ Helps members choose their projects and guides them in their learning.
- ✓ Works with Club Officers to plan the club's annual program as well as plan and conduct each meeting.
- ✓ Guides committee members who are planning club activities and special projects.
- ✓ Explains and guides teen leaders in their duties. For example, helps teens arrange tours and other Club events to help 4-H members learn.
- ✓ Helps members see how they can become active in improving their community.

As a **TEACHER**, the 4-H Leader:

- ✓ Sets an example that teaches positive values and behaviors such as punctuality, responsibility, respect for others, the dignity of work, etc.
- ✓ Teaches subject matter related to specific project chosen by members.
- ✓ Keeps informed of developments in the project area.
- ✓ Helps members plan and present demonstrations.
- ✓ Conducts tours and other club events to reinforce what members have learned.
- ✓ Encourages record keeping.

**Manistee County 4-H Livestock Council**  
**Leaders' Rules and Responsibilities**



1. Register/Re-enroll your Club with the MSU Extension Office each Fall by attending an annual update meeting through MSU Extension and turn in all required annual Club Paperwork to your respective County 4-H Program Coordinator by **October 1**. Remind each club member/family to enroll/re-enroll in the 4-H Online 2.0 System.
2. Club Leaders must maintain MSU Extension 4-H Volunteer Status and ensure they have enough Gold Volunteers in their Club to have at least 1:8 adult to youth ratio. Cloverbud ratios are 1:6.
3. It is highly recommended that leaders, or another adult from the club attend as many educational clinics as possible and ALL 4-H Livestock Council monthly meetings, especially June, July, and September. Check the yearly calendar of the 4-H Livestock Council website for dates, times, and locations. [www.manistee4hlivestockcouncil.org](http://www.manistee4hlivestockcouncil.org)
4. It is the leaders' responsibility to provide information to ALL Club members about properly registering their projects with the 4-H Livestock Council. Registration forms must be COMPLETE and submitted NO LATER THAN THE DEADLINES posted on the website. Registration links can be found on the species-specific pages of the Livestock Council's website.
5. Ensure that all members have possession, are properly tagged, and meet all other project-specific deadlines.
6. Provide all members with information about Fairground Work Bees so they can complete the required 2 of 3 scheduled work bees. Leaders are required to attend work bees to help supervise 4-Hers.
7. Provide information to all market-eligible members about how to complete and submit 3 Buyer Slips by the June 25th deadline. Buyer Slips must be completed and signed, with the first three (3) slips NOT being signed by immediate relatives: parents, aunts, uncles, or grandparents. If more than one (1) child in a family is selling, they may not duplicate other sibling's buyers slips for the initial three (3) buyer slips.
8. Leaders are required to hold a minimum of six (6) regular 4-H club meetings at which they are responsible for providing educational opportunities to members, to learn about the specific species projects. If leaders need help gathering information to be taught, they should contact the MSU Extension Office or the appropriate species chair.
9. Leaders are responsible for providing all members with Manistee County Fair 4-H registration and camping information, including deadlines and how to obtain a Fair Book. No late registrations will be accepted.
10. After the Fair, leaders are responsible for reminding all members to turn in their record book and send an appropriate thank you note and buyers' photos to their buyer. Record books must be completed and turned in by the Saturday of Fair Week. Thank You Notes must **have physical or photographic evidence provided of a Thank You Note having been sent to buyer(s)** by Saturday of Fair Week.

### **Tips & Things to Know for Fair Week**

#### **Prior to Fair:**

1. Have 4-H club shirts made for members, leaders, and parents to wear during the week of fair. NOTE: It is NOT appropriate for members to wear their club shirts during a show or for an adult that is officially helping with the show to wear their shirt.
2. Help recognize your high school seniors by getting the appropriate species chair a photo and bio about your Senior members. Photos are often displayed in the Still Exhibit barn and the bios read during the Auction.
3. Obtain a final copy of the 4-H Fair Week Schedule of Events so you can ensure everyone is where they need to be at the appropriate times.
4. Pen/Stall Set-Up:
  - ✓ Ensure that Club decorations and signs do not block airflow to your animals or those around you.
  - ✓ No lights, of any type, are allowed as part of the decorations.
  - ✓ All pens must display a “Pen Card” with youth and animal information, excepting Show-Only Animals (optional).
  - ✓ Have pens/stalls filled with sawdust and ready for animals before move-in day.
5. Plan for what your Club will need:
  - ✓ **Transportation** – Be sure that every club member has a safe way to transport their animal to the fair (and back, if applicable).
  - ✓ **Animal Supplies** – Members are responsible for providing their own feed/hay, feed bins, water buckets (except pigs and cattle), and cleaning & grooming supplies. Make sure items are labeled with the member or club’s name. Storage pens in the barn will be provided ONLY when space allows. Members should plan to store their items primarily at their campsites.

Items provided on the grounds by the Manistee 4-H Livestock Council and sponsors during Fair Week are:

  - Wheelbarrows, shovels, brooms, and shavings
  - Pig nipples in each pig pen for water.
  - Automatic waterers for Cattle housed in the primary cattle barn. Overflow cattle will need to provide their own water source.
  - ✓ **Personal Items** – Northern Michigan weather is unpredictable...Remind members to plan for all sorts of weather. Also remind every member that is working with an animal has the appropriate footwear. Boots are required at all times when working with large animal projects.
  - ✓ **Camping** – Register for camping through the Manistee County Fair Board. Camping is \$40 per site. Camping is the responsibility of the Manistee County Fair Board, and all policies should be adhered to. You may complete online registration here: <https://www.manisteecountyfair.org/sponsor-signup-1-1-1>
6. Members are NOT required to stay at the fairgrounds throughout the week. HOWEVER, they are still responsible for their animals. Make sure arrangements have been made so all club animals are being cared for while members are off grounds.

## **During Fair:**

1. Remember that all 4-H members, leaders, and parents are ambassadors for 4-H, the 4-H Livestock Council, and the Manistee County Fair throughout the entire week of the Fair. Greet visitors, be friendly and helpful and answer questions visitors may have. Visitors will walk away with an impression of the entire 4-H program and the Manistee County Fair. Positive attitude and demeanor are important!!
2. Attend all relevant meetings to stay informed on issues and events that are taking place throughout the week.
3. Be sure to check the posted show schedules every morning on the white board. If you believe there is a problem with the schedule as posted, contact a 4-H Livestock Council member or 4-H Staff as soon as possible. NOTE: Postings should reflect all classes that the members signed up for. Classes CANNOT be added once registration has closed.
4. Show Etiquette:
  - ✓ Parents, families, and youth exhibitors who are spectating must refrain from speaking with the judge until the show is over.
  - ✓ Anyone making negative/insulting comments out loud during the show will be asked to leave the show area.
  - ✓ If it is a participant of the show making negative/insulting comments – they will be eliminated from the show and will forfeit premiums.
  - ✓ Exhibitor's show apparel must be clean, properly fitted, and free of design and advertisements. Clothing with Club names or personal names cannot be worn while showing.
5. Curfew for 4-H youth members is 12:00 am (midnight) each evening. Youth members need to be at their campsite by curfew. See [Manistee County Fair Board Camping Rules](#) for more.

## **Monday – Check In Day**

1. Be sure all animals are CLEAN and groomed, to the best of your abilities, before arrival at the Fair.
2. Refer to advance communication from the 4-H Livestock Council for the following:
  - a. Arrival Times: Ensure that you have a plan to get all animals checked in and across the scale in the time provided.
  - e. Gate Assignments: Traffic through the fairgrounds during check-in is controlled for safety.  
**Beef, Dairy, Feeders, Hogs, Goats, Lambs:** Enter through Gate 2 (first gate off of Jones Rd), pull between the Cattle Barn and Small Animal Barn and through the Show/Sale Barn to unload and weigh-in. To Exit, pull through the Show/Sale Barn and exit via Gate 3 (second gate off Jones Rd) by TURNING LEFT onto Jones Rd.  
  
**Chickens, Ducks, Turkeys, and Rabbits:** Enter through Gate 2 (first gate off of Jones Rd), and pull to the far-left side of the Small Animal Barn to unload, get your pullorum testing done, and weigh-in.
3. Weigh-In: All market animals must weigh-in on certified scales as they unload on Monday.

- a. Members participating in a Market Animal MUST identify their intended market animal BEFORE ANY animal is weighed. Members may not change their market animal after it is weighed. If a member is caught showing/marketing their non-market animal in either Showmanship or Market classes, they be disqualified from Showmanship and will forfeit their right to Auction their animal during Fair Week.
- b. **Only ONE trip across the scale is permitted.** If a YOUTH believes there to be something wrong with the announced weight, they may request the scale cleaned/reset and the animal weighed again **before they leave the weigh-in/scale area.** Once an animal has left the scale, the weight is recorded for Check-In and Auction and is FINAL.
- c. Overweight animals may still participate in Showmanship and Market classes and may be sold via Auction. However, they will be sold at the maximum weight allowed. *Example: A swine exceeding 325 lbs. in weight will be marketed at 325 lbs.*
- d. Underweight animals may still participate in Showmanship and Market classes and may be sold via Auction **if a market class or “catch class” exists for that species.** Animals may then be moved to the catch class from their registered Market Class.
- e. Underweight animals without a “catch class” may still participate in Showmanship but may not participate in Market Classes or Auction. They may, however drop into the **Non Market Eligible** class to receive feedback from the judge to apply to next year’s project if they choose.
- f. Green Market Ear Tags will be placed in Market Animal ears on weigh-in day for the following animals: Goats, Lambs, Swine, and Veal.
- g. Rabbits must have ear tattoos done PRIOR to weigh-in day.
- h. Poultry that require Pullorum testing will be tested on weigh-in day. See Species-Specific policies and procedures to determine if your project must be tested. There is no cost to testing.
- i. All market poultry will be banded with leg ID bands at weigh-in.
- j. Cloverbud and Show Only animals DO NOT need to meet age/weight/possession date requirements.

4. Attend the MANDATORY meeting held in the Show/Sale Barn on Monday evening.

## **Tuesday – Show Day**

### 10am – Sheep Shows

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market
- c. 4-H Breed Classes
- d. Open Classes

### 1pm – Goat Shows

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market (Meat then Dairy)
- c. 4-H Breed Classes
- d. Open Classes

### 4pm – Cattle Shows

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market (Beef then Dairy – Steers then Heifers)
- c. 4-H Breed Classes
- d. Open Classes

1. Ensure that pens and stalls are cleaned and animals exercised by and during the posted times in the Show/Sale Barn.

2. Encourage club members to show their support by attending other members' shows.

### **Wednesday – Show Day**

8am – Swine

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market
- c. 4-H Breed Classes
- d. Open Classes

1pm – Rabbit & Cavy Shows

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market
- c. 4-H Breed Classes
- d. Open Classes

1. Ensure that pens and stalls are cleaned and animals exercised by and during the posted times in the Show/Sale Barn.

2. Encourage club members to show their support by attending other members' shows.

### **Thursday – Show Day**

8am – Poultry Shows (Chickens – Ducks – Turkeys – Geese)

- a. 4-H Showmanship (Seniors – Juniors – Beginners – Cloverbuds)
- b. 4-H Market
- c. 4-H Breed Classes
- d. Open Classes

1. Ensure that pens and stalls are cleaned and animals exercised by and during the posted times in the Show/Sale Barn.

2. Encourage club members to show their support by attending other members' shows.

### **Friday – Auction Day**

1. Members are expected to help set up the Auction ring directly after morning pen/stall cleaning is completed. All members participating in the sale are expected to be present in the Sale Barn

during the Auction to assist Adult Volunteers, network with buyers, keep animals/items moving through the sale.

**a. Members who are absent/cannot be located during the Auction risk forfeiting their market participation status for the following Fair year.**

2. While your club members are in the auction ring:
  - a. Cheer them on...Crowd enthusiasm can be infectious.
  - b. Watch for the location of the buyer and take note of the appropriate name.
  - c. After the animal has been through the buyer photo area and returned to the barn, have members find their buyer and personally thank them for their support.
    - i. Please remember that if you are offering a gift to your buyer at this time, it needs to be manageable as the buyer will have to carry gifts across the fairgrounds to their vehicles.
3. Dinner is provided for all 4-H members and their immediate families (parents and siblings), as well as all registered buyers.
4. Be sure that all market youth have had their picture taken WITH their buyer after their turn through the Auction ring. This is REQUIRED.
5. If a member's animal is put up for resale, the member will go through the Auction ring a second time. Resale of animals occurs at the end of the normal sale. Resales follow the original sale order.
6. Members selling poultry and rabbits need to remind their buyers it is their responsibility to determine where their animals are processed and/or picked up after the Auction. The Manistee 4-H Livestock Council contracts with a Small Animal Processor similarly to how it contracts with Ebels, Swick's, Triple R, and Saunders.
7. For all donated items, 100% of proceeds will go to the Manistee 4-H Livestock Council General Fund unless indicated to another qualifying 4-H fund.
8. Any member wishing to donate the proceeds of an animal sale to a charitable cause/entity **MUST inform the Council of their intent no later than July 1 of the current Fair Year.** The member must submit in writing:
  - a) the name of the charity/cause they intend to donate to AND
  - b) their reason/motivation for doing so
  - c) proposals must also include mailing and contact information for the charitable organization/entity

The Council will review the information provided and issue their acceptance or rejection of the youth members' proposal at the July Livestock Council meeting. If the proposal is accepted, the member will be moved to the final place in the sale order AFTER resale, with the 5% commission being assessed on the total funds raised and the remaining balance being issued directly to the charitable entity.

#### 9. Graduating and Super Seniors

Any 4-H member who is graduating high school in the current Fair year or who has graduated previously but is continuing with the 4-H Livestock Program who wishes to have a Senior Letter

read out during their first trip through the Auction **MUST submit the letter to the Council no later than July 1 of the current Fair Year for review and approval.**

### **Saturday – Picture Day**

1. Manistee News Advocate is on site starting at 10am to take photographs of Grand and Reserve Champions from the Fair Week. Participation in this is at will. Any photos taken by the News Advocate are published at their discretion.

### **Sunday – Load Out Day**

1. Processing trucks begin loading at 6:00am. The barns are closed to youth until 8am or after the last truck leaves, whichever comes first. Once the barns are empty, then youth may enter and start cleaning and breaking down the barns.
2. Ensure that members fully clean their pen/stall area. If the pen/stall is not cleaned out once the barn is empty, you may be called to return to the barn/fairground to clean it up. If it has to be cleaned up for a member, it may jeopardize their ability to participate in 4-H show and market classes the following year.
3. It is highly recommended that all personal equipment and supplies used to care for animals be cleaned and thoroughly disinfected prior to taking them home.
4. Campers must be off the Fairgrounds by 12pm (noon). Please be sure that everyone moves slowly and cautiously as there will be lots of people and things moving about.

### **The Role of a 4-H Parent**

The parents of 4-H members can contribute greatly to their child's/children's learning experience. To make 4-H the most meaningful, 4-H parents can:

1. Support their child by providing "Shadow Leadership", whereby they offer guidance, but stand aside to ensure the project stays the **child's** project.
2. Attend club meetings and participate in Club activities; consider completing the 4-H Volunteer Selection Process (VSP).

3. Attend monthly 4-H Livestock Council meetings and monitor emails often to stay informed. The Manistee 4-H Livestock Council website, Facebook page, and Instagram page are also available.
4. Read and refer to the Manistee 4-H Livestock Policies & Procedures for details regarding the program in general as well as species-specific requirements.
5. Support the 4-H Leaders' efforts.
6. Keep communication lines open with club leaders and other parents.
7. Ensure that their child completes the requirements of the project, including:
  - a. on time registration of their intended livestock projects
  - b. the livestock record book (required for Market youth participants, optional for Show-Only and/or Cloverbud participants)
  - c. the three (3) buyer slips, signed and completed (Market youth only)
  - d. the two (2) work bee attendances before the Fair
8. Be informed of the ending weight requirements of the animal the member is raising; understand the underweight animals may be placed into a different market class (where one is available) to participate at Auction. Also understanding that overweight animals may still participate at Auction, however, will be sold at the maximum allowable weight.
9. Understand that the parent and/or 4-Her has full financial responsibility for the animal from the time of possession until the animal is loaded on the truck at fair (or the new owner has physical possession). This includes medication and vet expenses.
10. If an animal market project is severely injured or dies during the course of the project, it is the parent's responsibility to notify the Livestock Council Executive Officers and 4-H Staff within 48 hours.
  - 4-H Livestock Council Executive Officers and 4-H Staff will assist and advise on a suitable replacement animal.
  - The replacement animal must be in the member's possession within 14 days of reported injury or death.
11. At the Fair, ensure that their child is where they are supposed to be – and on time.
12. At the Fair, assist before/during/after events their child is involved in, from moving chairs to putting up fencing to cleaning up afterwards, etc.
13. Assist with their child's species events throughout the week.
14. After Fair, ensure your child has sent the buyer a thank-you note and official fair picture (Buyer receives the 8x10, 4-H Youth keep the 5x7)

**Manistee County 4-H Livestock Council**



## **Petition for Equivalency**

To participate in any 4-H Market Class, a member must have first completed a year of 4-H “Showmanship Only” – that is, showing any species without selling it. Once that initial requirement is fulfilled, the member may market in any other year in their 4-H career. Any year of participation in official Cloverbud Showmanship events also counts towards this requirement.

The Manistee 4-H Livestock Council prohibits 4-H Livestock Exhibitors from entering Manistee Fair Market Livestock classes if they plan to participate in any market livestock program at any other Fair in the same calendar year. If a member violates this rule, they will be prohibited from participating in market livestock classes the following year.

**However**, 4-H members who have moved to the area or would like to transfer from other local fairs may petition the 4-H Livestock Council for Equivalency for their years of participation in another county’s 4-H livestock program to have the “Showmanship Only” requirement waived.

To file a petition, a youth **MUST** provide the following to 4-H Staff:

1. Their name, 4-H age, and previous 4-H County/Fair participation
2. Their reason for moving/changing programs
3. The name and contact information of their former 4-H Club leader

The youth will be placed on the agenda for the next regular 4-H Livestock Council meeting to present their petition/reasoning why they should be granted equivalency.

After the petition is heard, the Council will ask questions, if necessary, deliberate, motion and vote to Grant or Deny the youth Equivalency.

If Granted, the member may Market freely, provided they meet all other project requirements.

If Denied, the member may still participate in Show Only as required, provided they meet all other project requirements.

## **Manistee County 4-H Livestock Council Filing Complaints Before – During – After Fair Week**

### **Policies and Procedures**

#### **Before Fair:**

1. Any complaints/exceptions to the policies and procedures of the Manistee 4-H Livestock Council must be submitted in writing to the Livestock Council before their final pre-Fair meeting begins.
2. The Manistee 4-H Livestock Council meets on the third Tuesday of every month (excepting August and December) at 7:00pm.

## **During Fair:**

1. If the complaint/exception occurs during Fair Week and requires instant resolution, the matter must be brought immediately before a Livestock Council Member. It will then be handled by a group consisting of at least one (1) 4-H Staff person and at least three (3) Livestock Council Members, with the possible inclusion of a Fair Board member, depending on the circumstances.
2. Any member or person(s) who witnesses or believes they have witnessed **a violation of 4-H Livestock Policies & Procedures** during Fair Week must follow these procedures:
  - a. Notify a 4-H Livestock Council Member IMMEDIATELY.
  - b. The Witness to the event MUST complete a Complaint/Suspected Rules Violation Witness Form, in writing and its entirety and sign the form.
    - i. If the witness is a minor (under the legal age of 18), their parent/guardian must also be present during the completion of the Witness Form and must sign the form, along with the youth.
    - ii. If the witness is a 4-H member/participant, their Club Leader must be notified and present as well and sign the form, acknowledging that they are aware of the situation.
  - c. Once completed, the form MUST be given to 4-H Staff for review for further consideration.

## **After Fair**

1. All other complaints/exceptions to the policies and procedures of the Manistee 4-H Livestock Council must be submitted in writing to the Livestock Council **before** their next **post-Fair** meeting begins.
2. The post-Fair meeting of the Manistee 4-H Livestock Council is on the third Tuesday of September at 7:00pm.